

**Secretariat**

10 September 2008

Information circular***To:** Members of the staff at Headquarters**From:** The Under-Secretary-General for Safety and Security**Subject:** **Arrangements for admission to United Nations Headquarters during the sixty-third session of the General Assembly**

1. The present circular describes the arrangements that will be in effect at Headquarters for admission to the premises, and arrangements with respect to parking, catering facilities and commercial operations, during the sixty-third session of the General Assembly. A separate information circular will be issued describing additional arrangements for admission to the premises during the High-level Meeting on Africa's Development Needs, on 22 September, for the period of the general debate, to be held from 23 September to 1 October, and the High-level Event on the Millennium Development Goals on 25 September 2008.

Admission to Headquarters buildings

2. Staff members, retirees, affiliates and accredited members of non-governmental organizations and the information media will be admitted to the United Nations premises only upon presentation of a valid United Nations building pass or laissez-passer. In view of the need for heightened security measures, the provisions of Secretary-General's bulletin ST/SGB/259 of 2 July 1993 on the wearing of building passes will be strictly enforced. It is the responsibility of staff members to ensure that their building passes are current. Expired passes will be replaced by the Pass and Identification Unit of the Security and Safety Service, located on the ground floor of the UNITAR Building at 45th Street and First Avenue, upon presentation of an application obtained from the staff member's Executive Office/Administrative Unit. Staff members who arrive without their building passes will be directed to the Visitors' Entrance at 46th Street, where they will be required to pass through a magnetometer. A day pass may be obtained at the information desk in the lobby of the General Assembly Building upon verification of the staff member's identity. The hours of operation of the information desk are 9 a.m. to 5.30 p.m.

* Expiration date of the present information circular: 8 September 2009.



Access at the 42nd and 46th Street entrances

3. During the sixty-third session, staff members, including those bearing only the United Nations laissez-passer, retirees, resident correspondents, physically challenged persons whose names are listed with the United Nations Medical Service and members of delegations will continue to have access through the entrance at 42nd Street and First Avenue. They are not required to be cleared at a screening area and may proceed into the premises at the ground-floor Secretariat lobby entrance upon presentation of a valid building pass. Owing to the heightened security arrangements currently in effect, the 46th Street entrance and screening area will be used by affiliates, accredited representatives of non-governmental organizations, interns, members of the information media (excluding resident correspondents) and those who possess courtesy and temporary building passes. The aforementioned persons using the 46th Street entrance are required to pass through a magnetometer. The 46th Street entrance will be open daily from 8 a.m. to 7 p.m. On weekends and holidays and during non-business hours when the 46th Street entrance is closed, magnetometer and X-ray screening will be conducted at the Secretariat entrance.

4. All large packages brought into the premises by all categories of persons, including staff and delegates, will be subject to security inspection.

Access through the Delegates' Entrance

5. During the sixty-third session, the pedestrian gate at 45th Street and First Avenue and the Delegates' Entrance to the building will be reserved for use by members of delegations and senior United Nations staff bearing gold-coloured building passes.

Pass and Identification Offices, UNITAR Building and Public Plaza

6. In preparation for the sixty-third session of the General Assembly, the Pass and Identification Office, located in Room U-100, UNITAR Building, 801 United Nations Plaza, near the corner of 45th Street and First Avenue, will be open to staff members and members of delegations. Representatives of non-governmental organizations and members of the media will be assisted with accreditation at the screening and accreditation centre in a tent located on the Public Plaza. The days and hours of operation of these two Pass and Identification facilities will be as follows:

<i>Date</i>	<i>Hours of operation</i>
Saturday and Sunday, 13 and 14 September	10 a.m.-6 p.m.
Monday, 15 September	8 a.m.-6 p.m.
Tuesday, 16 September	8 a.m.-6 p.m.
Wednesday, 17 September	8 a.m.-6 p.m.
Thursday, 18 September	8 a.m.-6 p.m.
Friday, 19 September	8 a.m.-6 p.m.
Saturday and Sunday, 20 and 21 September	10 a.m.-6 p.m.

<i>Date</i>	<i>Hours of operation</i>
Monday, 22 September	7 a.m.-8 p.m.
Tuesday, 23 September	7 a.m.-6 p.m.
Wednesday, 24 September	8 a.m.-6 p.m.
Thursday, 25 September	8 a.m.-6 p.m.
Friday, 26 September	8 a.m.-6 p.m.
Saturday and Sunday, 27 and 28 September	Closed
Monday, 29 September	9 a.m.-5 p.m.
Tuesday, 30 September (Official United Nations holiday)	Closed
Wednesday, 1 October	9 a.m.-5 p.m.
Thursday, 2 October	9 a.m.-5 p.m.
Friday, 3 October	9 a.m.-5 p.m.

As from Monday, 8 October 2008, all pass and identification operations will return to the Pass and Identification Office, located in Room U-100, UNITAR Building, 801 United Nations Plaza, near the corner of 45th Street and First Avenue. The hours of operation will be from 9 a.m. to 4.30 p.m., Monday through Friday, until the last day of the main part of the sixty-third session of the General Assembly, when the hours of operation will revert to 9 a.m. to 4 p.m.

Access for members of the information media

7. Members of the media with valid United Nations building passes may use the Visitors' Entrance at 46th Street and First Avenue. Resident correspondents may continue to use the entrance at 42nd Street and First Avenue and are exempt from magnetometer screening. Both resident correspondents with equipment and non-resident correspondents with or without equipment must pass through security screening at the 46th Street and First Avenue entrance. Camera crew members accompanying resident and non-resident correspondents, as well as all types of temporary correspondents, may use only the 46th Street entrance, where they and their equipment will be subject to security screening.

Access to restricted areas

8. In accordance with established procedures, the second floor of both the General Assembly Building and the Conference Building are reserved for members of delegations, staff conducting official business in those areas and accredited members of the information media. In all cases, valid United Nations building passes will be required. Members of non-governmental organizations will not have access to the restricted areas, and their access to meetings at Headquarters will be honoured upon verification of valid United Nations building passes and appropriate tickets issued for the day's meetings.

9. Access to the second floor of the General Assembly and Conference Buildings will be permitted only upon presentation of the appropriate colour-coded secondary pass, together with a United Nations building pass. Secondary passes will be issued by the Pass and Identification Unit, in accordance with arrangements made by Executive Offices/Administrative Units. Building passes and secondary passes are subject to verification by security officers and must be worn prominently on the outer clothing of the bearer at all times.

10. Access to the second-floor South Lounge will require a secondary access pass. At certain times, special arrangements temporarily restricting access to the South Lounge for brief periods of time may be in effect.

11. Depending on the availability of space, staff members, retirees, interns and members of non-governmental organizations will be accorded access to the gallery seating areas of the General Assembly Hall and conference rooms upon presentation of their United Nations building passes. On certain days, however, special arrangements may be in effect.

Admission of non-United Nations persons

12. Staff members are reminded of the existing security arrangements, under which all visitors on official business (maximum of five) and invited guests (maximum of three), including family members, must enter through the Visitors' Entrance at 46th Street and pass through magnetometer screening prior to admission to the building. An information assistant will verify the visit with the respective staff member before a visitor's day pass is issued. Staff members must escort their visitors and guests at all times when they are in United Nations buildings. Visitors and guests, including children over the age of 17, will be required to submit a piece of personal identification bearing a photograph to the security officer stationed at the information desk. In order to avoid inconvenience, visitors and guests should be informed in advance that photo identification is required.

13. During the general debate and special sessions of the General Assembly, staff members are urged to restrict visits by outside persons to those involving official business only. For the period of the general debate, the information and reception desk in the General Assembly Building lobby will be relocated to the UNITAR Building, 45th Street and First Avenue, 45th Street entrance. It will be the responsibility of each staff member to meet his or her guests at the information desk and to accompany them at all times. No guests will be permitted to enter restricted areas.

Tours

14. Regular guided tours will be suspended from 4 p.m. on Friday, 19 September, to the close of business on Wednesday, 1 October. On Thursday, 2 October, at 9.30 a.m., guided tours will resume and the building will reopen to the public.

Traffic in the Secretariat Circle

15. Vehicular access through the gate at First Avenue and 43rd Street will continue to be restricted except for vehicles of heads of delegation of the Permanent and Observer Missions to the United Nations. However, exceptions will be made for

disabled persons, upon appropriate certification by the Medical Service. During the general debate, escorted motorcades will also be allowed access.

Parking

16. Parking for staff members in the garage will be limited to those who possess a regular parking permit. Parking permits must be readily visible to security officers at entry points and prominently displayed while the vehicles are parked on the premises. Vehicles not displaying a valid permit may be towed off the premises for security and safety reasons. Passengers who are not in possession of valid United Nations building passes must leave the vehicle before it enters the premises.

17. Vehicles other than those belonging to the heads of delegation of the Permanent or Observer Missions to the United Nations will be required to enter the garage via the 48th Street entrance. Vehicles may enter only through the 48th Street entrance between 6 a.m. and 8 p.m. and leave only through the 42nd Street exit between 6 a.m. and 7 p.m., from Monday to Friday. At all other times, including Saturdays and Sundays, vehicles must enter and exit through the main gate at 43rd Street. Traffic lanes on the service road and roadways in the garage must be kept free of stationary vehicles at all times.

18. All vehicles entering the premises are subject to search.

Dining room, other catering facilities and commercial operations

19. The hours of service for the Delegates' Dining Room are 11.30 a.m. to 2.30 p.m. Since the demand at 1 p.m. is usually heavy, staff members are encouraged to make reservations for the Delegates' Dining Room (ext. 3-7625) for 11.30 a.m. During the general debate, access to the Delegates' Dining Room for lunch will be restricted to persons holding a valid United Nations building pass or laissez-passer. From Monday, 22 September, to Wednesday, 1 October 2008, reservations for private dinners or receptions will be accepted only from Permanent and Observer Missions and from United Nations bodies. It should also be noted that during the period from 23 September to 1 October 2008, no guest without prior United Nations accreditation may be invited to those functions. As is customary, the Ex-Press Bar on the third floor of the General Assembly Building may not be used for parties when the General Assembly is meeting or while a meeting is in progress.

20. Staff members whose lunch hour is not determined by the schedule of meetings are urged to use the cafeteria when it is least crowded, that is, before 12.15 p.m. and after 1.45 p.m. Alternative facilities in the following areas may also be used: the Staff Café on the fourth floor of the Secretariat Building; the United Nations Correspondents Association Club on the third floor of the Secretariat Building; the Vendery on the third floor of the General Assembly Building; the cafeteria on the third floor of the DC-1 Building; and the cafeteria located on the first floor of UNICEF House.

21. The hours of operation of the various facilities during the sixty-third session of the General Assembly will be as follows:

9 September 2008 to 8 September 2009

Main cafeteria (Secretariat Building, first floor)		
Monday-Friday		8 a.m.-7.30 p.m.
Staff Café (Secretariat Building, fourth floor)		
Monday-Friday		12 noon-3 p.m.
Vendery (General Assembly Building, third floor)		
Seven days a week		Available 24 hours
North Lounge (Conference Building, second floor)		
Monday-Friday (snack bar)		10 a.m.-5 p.m.
Monday-Friday (bar)		11 a.m.-8 p.m.
Delegates' Dining Room (Conference Building, fourth floor)		
Monday-Friday		11.30 a.m.-2.30 p.m.
Café Austria (General Assembly Building, first basement)		
Monday-Friday		8 a.m.-6 p.m.
DC-1 cafeteria, third floor		
Monday-Friday		8 a.m.-6 p.m.
UNICEF cafeteria (UNICEF House, first floor)		
Monday-Friday		8.30 a.m.-4.30 p.m.
Coffee Shop (General Assembly Building concourse, first basement)		
Seven days a week		8.45 a.m.-4.45 p.m.
Gift Centre (General Assembly Building concourse, first basement)		
Seven days a week		9 a.m.-5.30 p.m.
United Nations Postal Administration stamp counter (General Assembly Building concourse, first basement)		
Seven days a week		9 a.m.-5.30 p.m.
Bookshop (General Assembly Building concourse, first basement)		
Seven days a week		9 a.m.-5.30 p.m.

be admitted. This should be taken into account when scheduling all appointments and meetings during this period. Since access to the premises will not be granted to family members, staff should make all necessary arrangements in advance in this regard. During this period, all bags entering the United Nations complex will be subject to search.

Access through the Delegates' Entrance

4. During this period of heightened security, as a result of the constant flow of motorcades and other vehicular traffic, the usual pedestrian entrance for delegates at 45th Street and First Avenue will be closed for normal use. The south side of the 46th Street and First Avenue entrance will be reserved for pedestrian use by members of delegations and senior United Nations staff bearing gold-coloured building passes.

Access for representatives of non-governmental organizations, the media, staff, retirees, affiliates and interns

5. Representatives of non-governmental organizations, affiliates and interns will use the 46th Street crossing point and will be directed into the north side of the 46th Street and First Avenue entrance for security screening.

6. Representatives of non-governmental organizations who possess a valid United Nations building pass and an appropriate meeting ticket will have access to the premises on the days of the high-level meetings (22 and 25 September 2008). During the remainder of the period of the general debate (Tuesday and Wednesday, 23-24 September and Friday, 26 September until Wednesday, 1 October), representatives of non-governmental organizations will not be granted access to the premises.

7. A screening and accreditation centre has been installed in a tent located on the Public Plaza. Representatives of the media will use the 46th Street crossing and will be directed north to the 47th Street gate for screening. They will then pass through the accreditation tent on the Public Plaza and be directed down the flagpole stairs to enter the building through the North Garden doors.

8. Members of the media who are not yet accredited will be required to go through an accreditation and screening process at the Public Plaza facility. Magnetometer and X-ray screening of media equipment will be conducted at this facility. In connection with the closure of First Avenue, the traffic median (Press Island) at 46th Street and First Avenue will be used by satellite communication vehicles and their personnel.

9. Staff members, including those bearing only the United Nations laissez-passer, and physically challenged persons whose names are listed with the United Nations Medical Service will continue to have access through the entrance at 42nd Street and First Avenue.

10. Retirees will not be granted access to the premises from Sunday, 21 September, through Wednesday, 1 October 2008.

11. A number of side events are planned to take place during both high-level meetings. For those events only guests will be admitted, provided they appear on the list of invitees. Area specific passes will be provided to these guests, and they must possess valid photo identification.

Access to restricted areas

12. During the period Tuesday, 23 September through Wednesday, 1 October 2008, access to the restricted areas will be given to those bearing United Nations building passes and the appropriate colour-coded access passes (secondary passes).

13. The bilateral meeting areas are located on the second, third and fourth balconies of the General Assembly Building and in the General Assembly Building lobby. Those areas will be reserved for members of delegations and staff conducting official business and will require proper United Nations building passes for access.

14. The North Lounge on the second floor of the Conference Building will be accessible to staff members with secondary passes who are conducting official business in the lounge during this period. The South Lounge will be utilized during this period as an area for delegations to hold informal interviews with the press. Therefore, access to the South Lounge is restricted to accredited members of the media and members of delegations invited for interviews.

15. To the extent that space is available, staff members will be accorded access to the gallery seating areas of the General Assembly Hall upon presentation of their United Nations building passes. On certain days, however, special arrangements may be in effect.

Closure of First Avenue

16. It is anticipated that the area in front of the United Nations along First Avenue from 42nd Street to 46th Street will be closed to all vehicular traffic, with the exception of identified motorcades, from Monday, 22 September, through Wednesday, 1 October 2008. Delegations and staff members may cross First Avenue at 42nd Street, 46th Street or 49th Street, upon presentation of their building passes. The vehicular crossing point at 46th Street is expected to be particularly congested. A vehicular checkpoint will be established at Second Avenue and 46th Street. Please allow additional time to clear the checkpoint.

17. The street crossing points at 42nd and 46th Streets will be closed at various times throughout the day owing to the arrival and departure of motorcades. Therefore, during intermittent closings of First Avenue, the only vehicular entry point to the premises will be through the crossing point left of 49th Street and FDR Drive, via the checkpoint at the south-east corner of 48th Street.

18. Staff members using the 46th Street crossing point will be directed to the 46th Street Visitors Gate. Staff members will enter the General Assembly Building from the Visitors Plaza, at the Canadian Doors, and will be routed downstairs through the Gift Shop area towards the Conference Building (first basement), and may proceed from there to their offices.

19. Staff members and affiliates who encounter difficulty in gaining access should seek assistance from United Nations security personnel assigned to the crossing points. Further assistance can be obtained at the Information and Reception Unit help desk, located in the lobby of the UNITAR Building on 45th Street and First Avenue (entrance on 45th Street).

20. The Secretariat Circle will be closed to vehicular traffic, except for escorted motorcades of Heads of State/Government and high threat-level motorcades. The garage entrance at 48th Street will remain open 24 hours a day, from 5 a.m. on Monday, 22 September, until the close of business on Wednesday, 1 October 2008.

The garage exit at 42nd Street will remain open 24 hours a day when First Avenue is closed to traffic during this period. When First Avenue reopens to traffic, vehicles may leave the garage through the up-ramp to the Secretariat Circle and exit at 43rd Street and First Avenue.

Alternative access route

21. Passenger vehicles with valid authorization to park in the United Nations garage will be allowed to proceed east along 46th Street to First Avenue and 48th Street to the garage entrance.

22. From Monday, 22 September, until Wednesday, 1 October, the following access routes will be in effect:

(a) Vehicles travelling south on Second Avenue should proceed to 45th Street in the right lane, make a right turn on 45th Street to Third Avenue, make another right turn onto 46th Street, then bear left into the left lane and proceed to the checkpoint on the north-west corner of 46th Street and Second Avenue. From that location, vehicles will be directed across Second Avenue to the 46th Street vehicular access route that leads to the 48th Street garage entrance;

(b) Whenever First Avenue is closed to vehicular traffic, authorized vehicles may utilize the established alternative route through which access can be gained to Headquarters by travelling southbound on the FDR Drive. Upon exiting the FDR Drive, motorists will turn right on 49th Street while staying in the extreme left lane, which will permit them to proceed south on First Avenue to the security checkpoint at the garage entrance. This year, the route will be available from 5 a.m. on Monday, 22 September, through Wednesday, 1 October. During this period, FDR Drive may be closed at intervals throughout the day.

Closure of the garage

23. For security reasons, the garage will be closed for parking from 8 p.m. on Sunday, 21 September, and will reopen for authorized vehicles at 5 a.m. on Monday, 22 September. All vehicles must be removed not later than 8 p.m. on Sunday, 21 September, until the reopening of the garage.

Alternative parking while the garage is closed

24. To accommodate staff who will not have access to the United Nations garage after 8 p.m. on Sunday, 21 September, parking has been allocated in the following locations: both sides of First Avenue from 34th Street to 40th Street, west side of Second Avenue from 34th Street to 40th Street, and both sides of First Avenue from north of 49th Street to 52nd Street. Properly identified vehicles will be permitted parking in these locations from 8 p.m. on Sunday, 21 September, to 7 a.m. on Monday, 22 September 2008. A special parking decal, which can be obtained from the Garage Administration, should be displayed on the dashboard of the vehicle and will be honoured by the authorities of the Host Government. Please note that parking at bus stops and hydrants and double-parking are not permitted.

Vehicle security checks

25. Owing to the traffic restrictions, staff members are encouraged to use public transportation from Monday, 22 September, through Wednesday, 1 October. All

vehicles entering the garage are subject to search. Significant delays should be expected. Please limit the contents inside the vehicle to expedite security clearance.

Dining room, other catering facilities and commercial operations

26. It is anticipated that a very large number of security, support and other staff accompanying Heads of State and Government will be on the premises and will use the catering facilities at the United Nations. To the extent possible, the facilities will be expanded to accommodate them. In addition, the hours of operation for some catering facilities normally used by staff will change during this period. The hours of operation of the various catering facilities for Friday, 19 September, through Friday, 3 October 2008, will be as follows:

Cafeteria (Secretariat Building, first floor)

Friday (19 September)	7 a.m.-8.30 p.m.
Saturday-Sunday (20-21 September)	8 a.m.-7 p.m.
Monday-Friday (22-26 September)	7 a.m.-8.30 p.m.
Saturday (27 September)	8 a.m.-4 p.m.
Sunday (28 September)	<i>Closed</i>
Monday-Friday (29 September-3 October)	7 a.m.-8.30 p.m.

Staff Café (Conference Building, fourth floor)

Friday (19 September)	12 noon-3 p.m.
Monday-Friday (22-26 September)	12 noon-3 p.m.
Monday-Friday (29 September-3 October)	12 noon-3 p.m.

Café Austria (Conference Building, first basement)

Friday (19 September)	8 a.m.-6 p.m.
Monday (22 September)	8 a.m.-6 p.m.
Tuesday (23 September)	8 a.m.-1 p.m. <i>Closed</i> 1 p.m.-6 p.m. <i>Open</i>
Wednesday (24 September)	8 a.m.-6 p.m.
Thursday (25 September)	8 a.m.-1 p.m. <i>Open</i> 1 p.m.-6 p.m. <i>Closed</i>
Monday-Friday (29 September-3 October)	8 a.m.-6 p.m.

UNCA Club

Friday (19 September)	9 a.m.-4 p.m.
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Monday-Friday (22-26 September)	9 a.m.-4 p.m.
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UNDC-1 Cafeteria, third floor

Friday (19 September)	8 a.m.-6 p.m.
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Monday-Friday (22 September-3 October)	8 a.m.-6 p.m.
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UNICEF Cafeteria (UNICEF House, first floor)

Friday (19 September)	8.30 a.m.-4.30 p.m.
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Monday-Friday (22 September-3 October)	8.30 a.m.-4.30 p.m.
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North Delegates' Lounge

Friday-Tuesday (19-23 September)	<i>Closed</i>
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27. For the period 22 September through 3 October, the Delegates' Dining Room will be open from Monday to Friday, from 11.30 a.m. to 2.30 p.m. Access and seating will require the presentation of United Nations building passes valid for the sixty-third session of the General Assembly. During this period, reservations for private dinners or receptions will be accepted only from permanent and observer missions and United Nations bodies, and no guest without prior United Nations accreditation may be invited to such functions. Please note that the Delegates' Dining Room will be closed on 25 September and will reopen on 26 September, at 11.30 a.m.